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| **Role Title** | Capital – (D&B) Accountant |
| **Directorate** | N/A |
| **Reports to** | Senior Financial Accountant/ Head of Finance – Treasury and Financial Planning |
| **Role purpose** | |
| Populo Living is looking for a Capital (D&B) Accountant to work under the Senior Financial Accountant, primarily working on the Design and Builds financial reporting and providing financial support to this facet of the business.  The successful candidate will be responsible for presenting and managing year end accounts and reports for the Design and Build team. This role will include maintaining accurate and up-to-date financial models and managing financial accounts – having experience working as an accountant is imperative to perform this role. You will also have to be able to maintain strong relationships between the Finance team, Development team and Carpenters team to be able to access and communicate information.  The successful candidate will need to work closely with the Financial Controller to provide accurate development finance reports, to assist the development team with understanding where they are with their budgets and aide them in understanding whether they are working in a timely manner. The candidate will also assist the Management Accountant and Financial Controller to develop the annual budget and quarterly reforecasts.  The two main facets of this role will be development finance / project accounting and financial modelling. Experience in these tasks is essential as the role will include financial appraising, being part of the auditing process and managing the finances for the development team. | |
| **Key responsibilities “What You Have to Do”** | |
| ***Key Responsibilities:***  • Reporting to the Senior Financial Accountant.  To provide financial support to the Populo Group, the Director of Finance and the Development team.  • Responsible for the management reporting and year end accounting for all the D&B company   * Maintain accurate and up-to-date financial models for monitoring performance for the Board, the shareholder and funder.   • Track all Development Management Service (DMS) agreements to enable the Development team to monitor the performance of development schemes in all phases of the development cycle.   * Model and track the allocation of costs to each DMS agreements and analyse profitability for the D&B company * Work closely with LBN to forecast future income and expenditure * Work with Head of Finance – Treasury and Planning to support the production of the group business plan   ***Development Finance/ Project Accounting:***  • Work with the Financial Controller to continue providing development finance reports that enable the Development team to manage development schemes to budget and time.  • Provide business partnership services to the Development team to ensure the business is delivering Value for Money (VfM) in all areas of scheme development  • Provide support to the Financial Controller/ Management Accountant to develop the annual budget and quarterly reforecast  • Liaise with auditors during the external audit and provide all relevant development finance / treasury information and back up  • Provide support on projects to deliver continuous improvement in the delivery of financial and management accounting | |

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| **Role competencies** |
| ***Required Competencies:***  *Financial Modelling:*  • All necessary appraisal work is completed on time in preparation for committees, audit, month and quarter ends  • Ensure that the financial appraisals are updated at each month end with actual expenditure to date  *Development Finance / Project Accounting:*  • Delivery of continuous improvements in the quality of management information provided to senior managers, the Development team, shareholder, funders and Board  • Increased financial awareness of Development team including the development of business cases and management of projects  • Appraisals and forecasts are an accurate reflection of the business area and forecasts and budgets are well understood including an assessment of risks / opportunities  • Value for Money (VfM) is achieved in all areas of development  • Successful external audit and delivered to time  ***Qualifications and Experience:***   * Accountancy qualification – qualified or actively studying * Experience of Capital and project accounting * Experience of financial reporting re residential development * Advanced Excel modelling skills * Experience of year end and management accounting * Experience of business partnering |
| **Benefits** |
| * Salary up to £50,000 per annum * 10% Employer pension through 5% salary sacrifice * Training budget of £1k a year * Cycle to Work scheme. * Pink Salary sacrifice (Electric car scheme) * Life assurance cover of 4x salary. |